Training Strategic Level Working Group
Developer Subcommittee
and Architecture Best Practices Group
Meeting Notes
July 21, 2004

Meeting Date	July 21, 2004
	12:00 ET
Attendees:	**NCI Facilitator:** Marsha Reichman PhD **Participants**: Jim Harrison, UPMC David Rocke PhD UC Davis Mike Townsend Cold Spring Harbor **NCI:** Lynette Grouse, Jamie Keller (NCICB), Kim Diercksen (NCICB) Dave Kane (NCI, SRA), William Sanchez (NCI SAIC) **Booz Allen:** Cait Cusack, Arumani Manisundaram, Anureet Deu

Agenda	1. Open Meeting
	2. Discuss interactions between the Training Group and the Best Practices Group
	3. Initial areas of interest:
	    a. Survey to assess important areas of focus
	        i. Who would create this survey?
	        ii. Who would distribute it?
	        iii. Who will collect the survey?
	        iv. Who will compile these results?
	        v. Who should we survey?
	    b. Where will training materials come from? What training materials are needed?
	    c. What should be the level of interaction with Vocab/CDE?
	4. Other Issues and Concerns
	5. Confirm next meeting

1. Discuss interactions between the Training Group and the Best Practices Group	As discussed previously given the similarity in goals moving forward between the Developer Subcommittee and the Architecture Best Practices Group these two groups are going to move forward working together until such time that it makes sense to split apart again.

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2. Survey	It was suggested creating a survey to determine the needs of the centers. Then discussion began about what the survey should entail.
	
	The survey should include:
	    Structured development processes
	    Documentation templates
	    Training materials
	    Use case templates
	    A list of projects and associated technologies
	
	The list of products can be sent to centers to determine what technologies are being used by the centers, what gaps exist and how those centers not using the technology can be relayed the necessary information.
	
	It was also determined that the various working groups should collaborate on writing the survey. VCDE has already distributed a survey to develop the level of standards necessary at each cancer center. The idea was thrown out that a group, with representatives from each workspace, could collaborate to create the survey questions.
	
	The survey was split into three sections, assigning responsibility to each section.
	    1) Technologies –Jim Harrison
	    2) VCDE –will ask VCDE workspace for assistance on this.
	      There was a discussion about whether data structures should be included under VCDE or technologies. It was determined that data structures fall between the VCDE and Architecture workspaces
	    3) Development Processes-David Kane
	
	Each section will be sent to Cait upon completion, who will compile them and send them to this group for review.
	
	There was conversation about adding intellectual property questions to the survey, however, it was determined that it was beyond the scope of developers and actually fell within communications or DSIC.

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4. Other issues and concerns	The question was posed as to whether the adopter and developer groups should be merged into one group. The group consensus was that the responsibilities of the two groups do not overlap enough to warrant a merger.
5. Confirm next meeting	August 18, 2004 12 ET

Action Items:	Name	Action Item	Date Due	Notes
	Arumani	Send software development draft to developer subcommittee		
	Arumani Manisundaram	Work with Christine Richardson and Mike to develop VCDE-focused questions for the survey		
	Jim Harrison	Develop technical questions for the survey		
	Dave Kane	Develop software development questions for the survey		